

Standard Operating Procedures 3040.4
Secured Electronic File Transfer by FTP and HTTP
December 26, 2007

1. PURPOSE

This document provides a set of standard procedures on how a state's Labor Market Information agency or its authorized personnel may submit data to LED or download processed Quarterly Workforce Indicators (QWI) files using secured electronic file transfer between state partners and LED.

2. FILE DELIVERY

Use encrypted FTP (from you to us) and password-protected HTTP (from us to you) for security protection.

3. PREPARATION

The state partner will receive two separate packages:

- A CD containing:
 - Software to encrypt a file for FTP transmission,
 - A public encryption key valid for one year until the next June 30, and
 - A User's Guide for PGP encryption and FTP transfer (Document ID-2006-01).
- A separate letter containing the login and password information for both FTP and HTTP.

4. IF YOU ARE ALREADY A FTP/HTTP USER

Use the new public key, usually a file named "lehd_YYYY.public" in the CD, where YYYY is the current year for encrypting your files.

5. IF YOU ARE A FIRST-TIME USER OF FTP/HTTP

Follow the User's Guide (Document ID-2006-01) to send files that contain sensitive data:

- Install software including Windows-based or Unix-based encryption and checksum;
- Install public and license keys to use the software;
- Learn how to encrypt a file;
- Learn how to access ftp2.census.gov with your account name and password and send an encrypted file by FTP to LEHD.

To retrieve public use data files from LEHD by HTTP:

- Access State Data Download at <http://lehd.did.census.gov> (see SOP3100) or <http://lehd.did.census.gov/pub/SS> where SS is your 2-character postal state code. For example, use NC for North Carolina;
- Login with your account name and password; and
- Select the file(s) that you want to download.

Contact your State Information Technology Contact (SITCON) at <http://lehd.did.census.gov/led/led/SITCON.pdf> for coordination, access, or assistance.

6. ACCOUNT NAME AND PASSWORD

Your account name and password for both FTP and HTTP are supplied in a separate package and should be adequately safeguarded at all times.

7. NOTES

- A state partner usually receives one (1) license of the encryption software. An additional license may be supplied for specified backup purposes. If two offices in a state supply the UI and ES202 separately, the state is entitled to 2 licenses, with another 2 licenses for specified backup purposes. No state shall receive more than 4 PGP licenses in total.

8. POINTS OF CONTACT

LEHD Production (301)-763-8303 did.lehd.production.list@census.gov

Frequently Asked Questions

Q. Why electronic file transfer?

A. Electronic file transfer is fast, low cost, reliable, and secured. It also allows for further automation that improves overall program efficiency.

Q. Why do you require encryption of my files but not yours?

A. File encryption and password help to protect your incoming files that contain sensitive data. LEHD will only place data files that may be used publicly for HTTP transfer.

Q. What is “PGP software?”

A. “PGP software” refers to the Windows-based software produced by PGP Corporation that the Census Bureau has acquired to encrypt data files. You may install one copy of the software on one computer or workstation. The software remains the property of the Census Bureau, and must be returned to the Census Bureau when you no longer interact with the Census Bureau.

Q. To what specific data files are you referring?

A. Under our memorandum of agreement, data files you would supply LED include historical and current quarterly unemployment insurance wage records and ES-202 establishment records. In turn, LED produces and releases public use Quarterly Workforce Indicators.

Q. Why do you send your CD and login information separately?

A. Census Bureau policy does not allow us to combine the two packages for reason of added security.

Q. I lost my password. What do I do?

A. Contact your State Information Technology Contact (SITCON) for a replacement. Your SITCON may be found at <http://lehd.did.census.gov/led/led/SITCON.pdf>. Contact LED if you do not see your SITCON on the list.

Q. Can I just send my data files in by CD or DVD?

A. NO. The Census Bureau no longer accepts such files on removable media. You risk losing such data files by using CD or DVD.